Welcome to the
ICHAT

The Michigan State Police Internet Criminal History Access Tool

ICHAT

is the only public resource for non-fingerprint-based Michigan criminal history background checks.

This tutorial is designed for government agencies, schools, churches, and charities. There are other tutorials specially designed for both the general public and for PS&I (private security guard and burglar alarm) companies.

ICHAT reports **DO NOT** display warrant information, suppressed records, or criminal history information from other state or federal government agencies.

To register in ICHAT with a non-profit charitable agency code to waive the ICHAT fees please submit a request on official letterhead with: the name, address, and phone number of the organization; the name and e-mail address of a contact person; the number of additional users; the estimated number of searches per year; the organization's federal ID number; and a copy of the 501c3 letter from the Internal Revenue Service stating that you are a federally recognized church/non-profit charitable organization and are entitled to waive the fees for government services.

You may send the request by mail, fax, or email to
ICHAT Help Desk
Michigan State Police
Criminal Justice Information Center
P. O. Box 30634
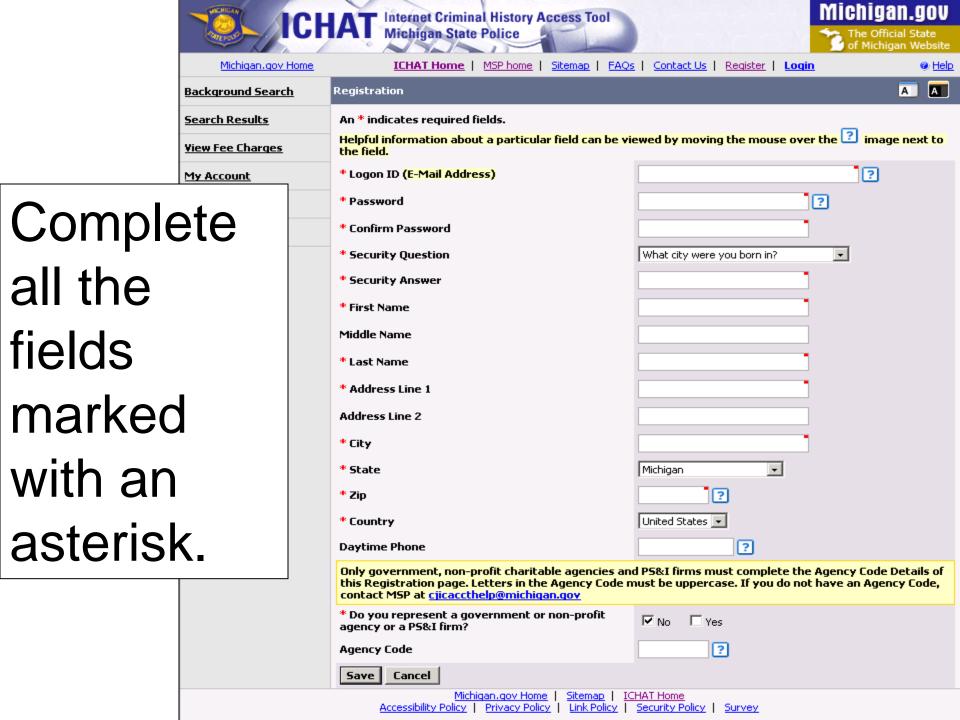Lansing, Michigan 48909
Tel. 517-241-0606
Fax 517-241-0866
email: MSP-CRD-ICHATHELP@michigan.gov

No exceptions will be made; our policy was made in consultation with the IRS.

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Background Search

Search Res...

View Fee Ch...

My Account...

Shopping Ca...

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ICHAT - Home

...ws the search of public records contained in the Michigan Criminal History ...nal Justice Information Center. All felonies and serious misdemeanors that ...orted to the state repository by law enforcement agencies, prosecutors,

...available through ICHAT. Also not included are federal records, tribal ...rch for a record that may be in another state requires that that you

...inimum, the full name of the person and his/her date of birth is required. A

...ory Access Tool (ICHAT), please select "Register"; otherwise select "Login"

ICHAT accepts MasterCard, Visa, and Discover cards: MasterCard VISA DISC...

To access the Michigan Public Sex Offender Registry, click the following link: http://...mipsor.state.mi.us

To begin, you must click **Register**.

You **cannot** register until you receive an email from the Michigan State Police with your agency code.

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Registration

An * indicates required fields.

Helpful information about a particular field can be viewed by moving the mouse over the [?] image next to the field.

* Logon ID (E-Mail Address) [_____] [?]

* Password [_____] [?]

* Confirm Password [_____]

* Security Question [What city were you born in? ▼]

* Security Answer [_____]

* First Name [_____]

Middle Name [_____]

* Last Name [_____]

* Address Line 1 [_____]

Address Line 2 [_____]

* City [_____]

* State [Michigan ▼]

* Zip [_____] [?]

* Country [United States ▼]

Daytime Phone [_____] [?]

Only government, non-profit charitable agencies and PS&I firms must complete the Agency Code Details of this Registration page. Letters in the Agency Code must be uppercase. If you do not have an Agency Code, contact MSP at cjicaccthelp@michigan.gov

* Do you represent a government or non-profit agency or a PS&I firm?   ☑ No   ☐ Yes

Agency Code [_____] [?]

[Save] [Cancel]

Complete all the fields marked with an asterisk.

If you are not sure what information to enter for a field, click on the question mark.

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Registration

An * indicates required fields.

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* Logon ID (E-Mail Address)   [   ] [?]

* Password   [   ] [?]

* Confirm Password   [   ]

* Security Question   [What city were you born in? ▼]

* Security Answer   [   ]

* First Name   [   ]

Middle Name   [   ]

* Last Name   [   ]

* Address Line 1   [   ]

Address Line 2   [   ]

* City   [   ]

* State   [Michigan   ▼]

* Zip   [   ] [?]

* Country   [United States ▼]

Daytime Phone   [   ] [?]

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* Do you represent a government or non-profit agency or a PS&I firm?   ☑ No   ☐ Yes

Agency Code   [   ] [?]
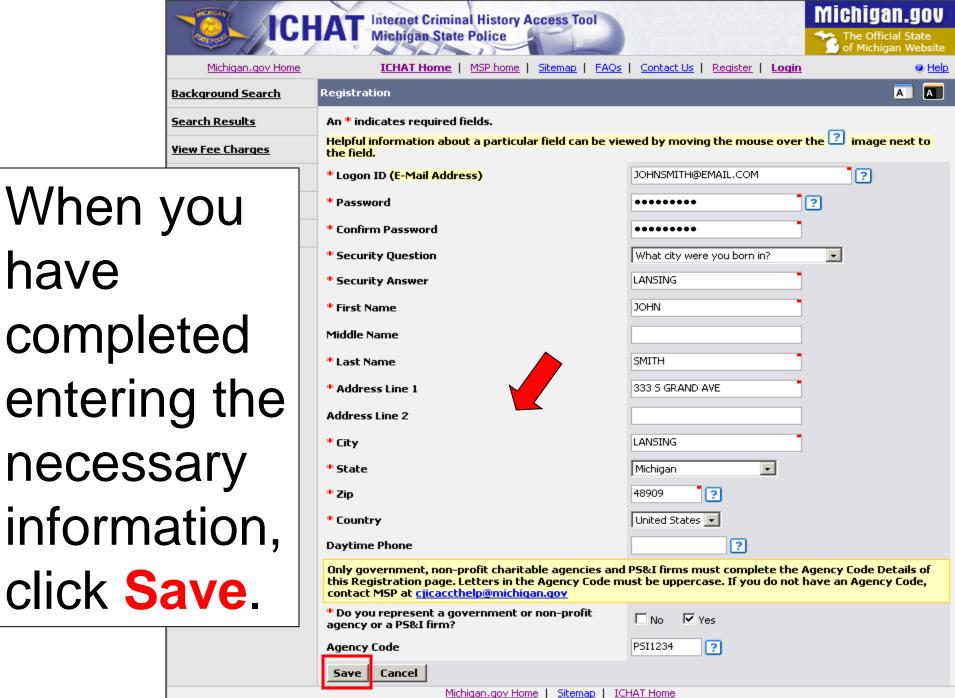
[Save] [Cancel]

Passwords must be six to twelve characters long and contain at least one letter, one number, and one special character (~`!@#$%^&*()_\-+=<>,.?/).
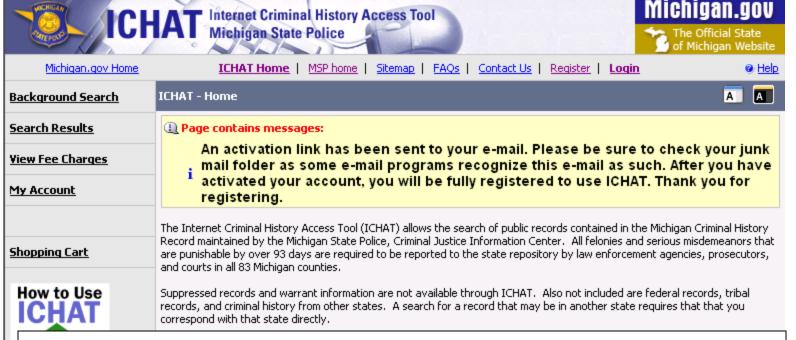
Example: abc@123
        #1pass

Government agencies, schools, churches, and charities must enter their ICHAT Agency Identification Number / Agency Code in the agency code field.
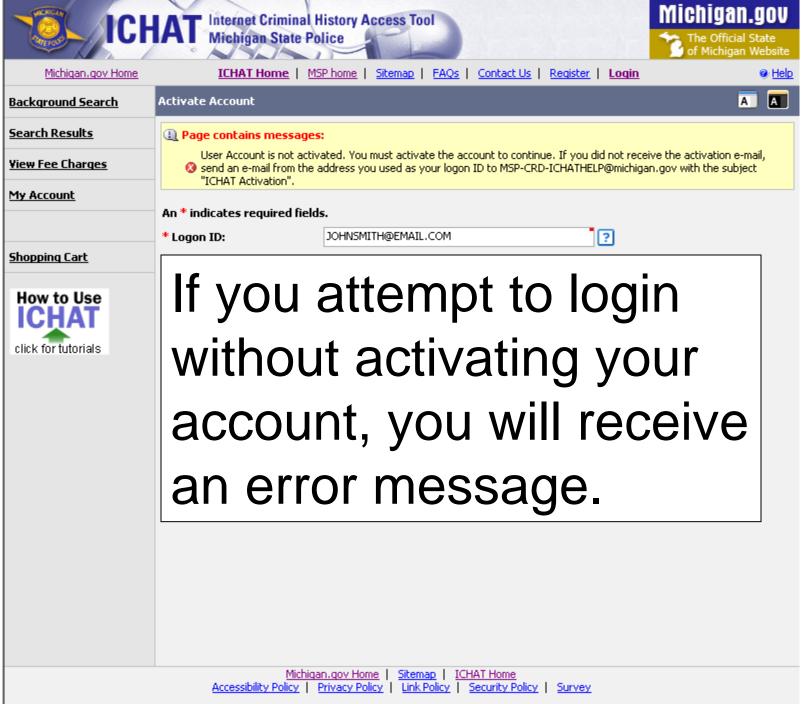
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Registration

An * indicates required fields.

Helpful information about a particular field can be viewed by moving the mouse over the ? image next to the field.

Field	Value
* Logon ID (E-Mail Address)	JOHNSMITH@EMAIL.COM
* Password	••••••••••
* Confirm Password	••••••••••
* Security Question	What city were you born in?
* Security Answer	LANSING
* First Name	JOHN
Middle Name	
* Last Name	SMITH
* Address Line 1	333 S GRAND AVE
Address Line 2	
* City	LANSING
* State	Michigan
* Zip	48909
* Country	United States
Daytime Phone	

Only government, non-profit charitable agencies and PS&I firms must complete the Agency Code Details of this Registration page. Letters in the Agency Code must be uppercase. If you do not have an Agency Code, contact MSP at cjicaccthelp@michigan.gov

* Do you represent a government or non-profit agency or a PS&I firm?	☐ No ☑ Yes
Agency Code	PSI1234

Save   **Cancel**

When you have completed entering the necessary information, click **Save**.

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Page contains messages:

An activation link has been sent to your e-mail. Please be sure to check your junk mail folder as some e-mail programs recognize this e-mail as such. After you have activated your account, you will be fully registered to use ICHAT. Thank you for registering.

The Internet Criminal History Access Tool (ICHAT) allows the search of public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.

Suppressed records and warrant information are not available through ICHAT. Also not included are federal records, tribal records, and criminal history from other states. A search for a record that may be in another state requires that that you correspond with that state directly.

An activation link will be sent to your email five minutes after completing the registration process. You must activate your account to access ICHAT.

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Activate Account

🔍 **Page contains messages:**

❌ User Account is not activated. You must activate the account to continue. If you did not receive the activation e-mail, send an e-mail from the address you used as your logon ID to MSP-CRD-ICHATHELP@michigan.gov with the subject "ICHAT Activation".

An * indicates required fields.

* Logon ID: JOHNSMITH@EMAIL.COM   [?]

If you attempt to login without activating your account, you will receive an error message.

After your organization's ICHAT contact person has registered in the ICHAT system with your government/charitable Agency Code, send an e-mail to MSP-CRD-ICHATHELP@michigan.gov so they can be upgraded to "Agency Administrator".

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Suppressed records and warrant information are not available through ICHAT. Also not included are federal records, tribal ... other states. A search for a record that may be in another state requires that that you ...

...ough ICHAT. At a minimum, the full name of the person and his/her date of birth is required. A ...arch.

...nternet Criminal History Access Tool (ICHAT), please select "Register"; otherwise select "Login"

... and Discover cards: MasterCard VISA DISCOVER

... Offender Registry, click the following link: http://www.mipsor.state.mi.us

Once you are registered, you will just need to click **Login** to enter ICHAT.

Login in with your e-mail address and password created when you registered. Although ICHAT displays what you will type in **ALL CAPS**, **do not** use the "Shift" or "Caps Lock" buttons except to enter special characters.

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Things to Remember about ICHAT:

- ICHAT search results are available to view and print online immediately once payment is approved. The results are available that day a for the next seven days; after the seventh day they will be deleted. The results are NOT mailed.
- Just because the search is completed does not mean a criminal record was or was not located.
- ICHAT reports may not be accepted by all organizations. Check with the agency requiring the background check before paying for an IC search.
- Social security numbers and driver's license numbers are not used. Many users were confused by how those items affected the search process.
- Users will now have to verify their data is correct before submitting it. If a user submits inaccurate data (such as a duplicate search, a misspelled name or wrong gender) they should correct it before checking out of the shopping cart.
- If you are not sure how the ICHAT searches work, please check the explanations below.

The criminal history record contains public Michigan arrest, charge, conviction, and sentence information. The ICHAT system ONLY provides criminal history records that are available to the general public due to State of Michigan privacy policy. For information on what criminal records will and will not be released through ICHAT, please click on the Information Reliability feature below

Information Reliability

Name Matching Issues

Record Challenge

How to Perform a Search

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Perform Health Check

For general ICHAT information click on the links that are on the middle of the home page.

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- If you are not sure how the ICHAT searches work, please check the explanations below.

The criminal history record contains public Michigan arrest, charge, conviction, and sent... ...ecords that are ava... ...information on wha... ...lick on the Info...

Inform...

Name...

Recor...

How t...

Exiting

Perform Health Check

There are other features that can be accessed from any page in ICHAT.

![ICHAT - Internet Criminal History Access Tool - Michigan State Police](image)

Background Search

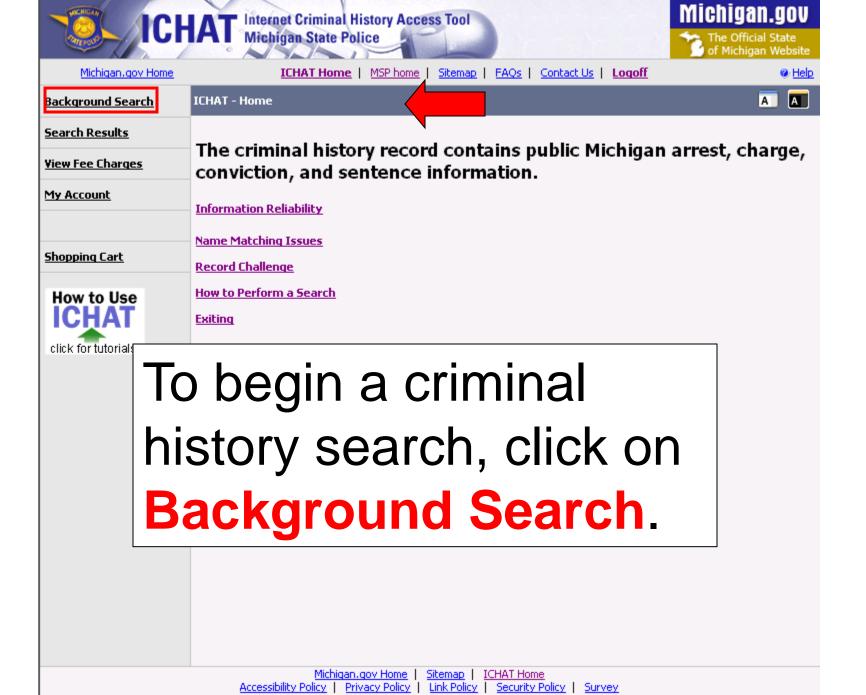Search Results

View Fee Charges

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How to Use ICHAT
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ICHAT - Home

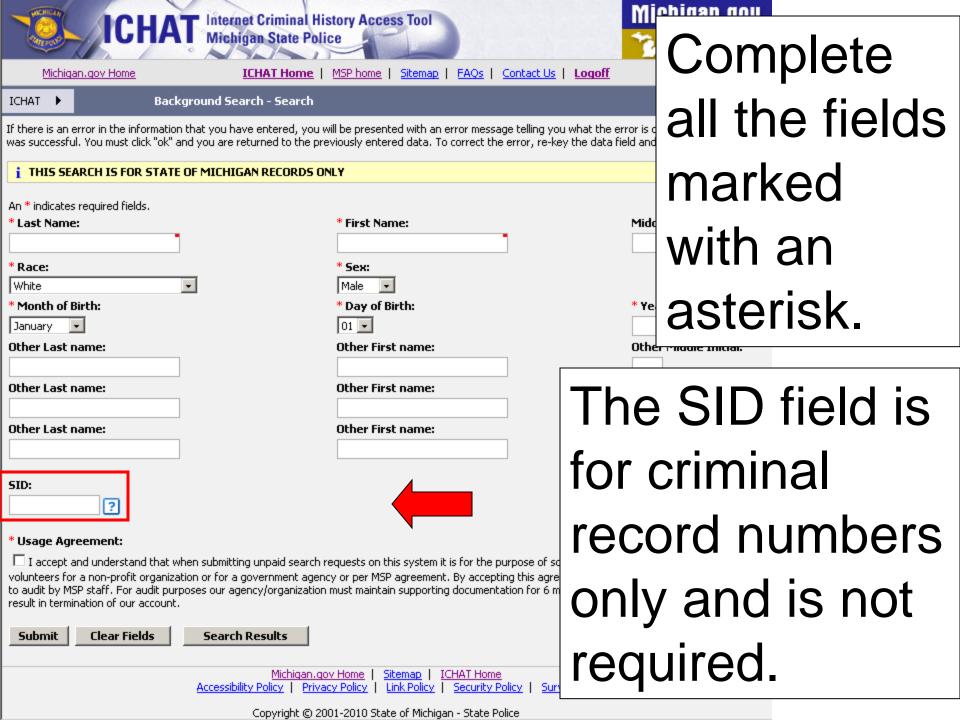## The criminal history record contains public Michigan arrest, charge, conviction, and sentence information.

Information Reliability

Name Matching Issues

Record Challenge

How to Perform a Search

Exiting

To begin a criminal history search, click on **Background Search**.

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ICHAT ▶   **Background Search - Search**

If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is c was successful. You must click "ok" and you are returned to the previously entered data. To correct the error, re-key the data field and

ℹ **THIS SEARCH IS FOR STATE OF MICHIGAN RECORDS ONLY**

An * indicates required fields.

* Last Name:

* First Name:

Midc

* Race:
White

* Sex:
Male

* Month of Birth:
January

* Day of Birth:
01

* Ye

Other Last name:

Other First name:

Othe

Other Last name:

Other First name:

Other Last name:

Other First name:

SID:
[?]

* Usage Agreement:

☐ I accept and understand that when submitting unpaid search requests on this system it is for the purpose of s volunteers for a non-profit organization or for a government agency or per MSP agreement. By accepting this agree to audit by MSP staff. For audit purposes our agency/organization must maintain supporting documentation for 6 m result in termination of our account.

Submit   **Clear Fields**   **Search Results**

Complete all the fields marked with an asterisk.

The SID field is for criminal record numbers only and is not required.

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ICHAT ▶   Background Search - Search

If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is or that the transmission was successful. You must click "ok" and you are returned to the previously entered data. To correct the error, re-key the data field and click "submit".

ℹ️ **THIS SEARCH IS FOR STATE OF MICHIGA**

An * indicates required fields.
* **Last Name:**

* **Race:**
White ▾

* **Month of Birth:**
January ▾

Other Last name:

Other Last name:

Other Last name:

SID:
❓

* **Usage Agreement:**

☐ I accept and understand that when submitting unpaid search requests on this system it is for the purpose of screening potential employees and/or volunteers for a non-profit organization or for a government agency or per MSP agreement. By accepting this agreement, our agency/organization is subject to audit by MSP staff. For audit purposes our agency/organization must maintain supporting documentation for 6 months after inquiry. Misuse of ICHAT could result in termination of our account.

[Submit] [Clear Fields] [Search Results]

At the bottom of the **Background Search** page is the **Usage Agreement.** You must check this box before you submit any fee-waived search.

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ICHAT ▶   **Background Search - Search**

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was successful. You must click "ok" and you are returned to the prev

i THIS SEARCH IS FOR STATE OF MICHIGAN RECORDS ONL

An * indicates required fields.
* **Last Name:**

* **Race:**
White

* **Month of Birth:**
January

Other Last name:

Other Last name:

Other Last name:

SID:
[?]

* **U** **Agreement:**
☐ ept and understand that whe
vo   for a non-profit organizatio
to audit by MSP staff. For audit purpo
result in termination of our account.

Submit   **Clear Fields**

Other First name:

Other Middle Initial:

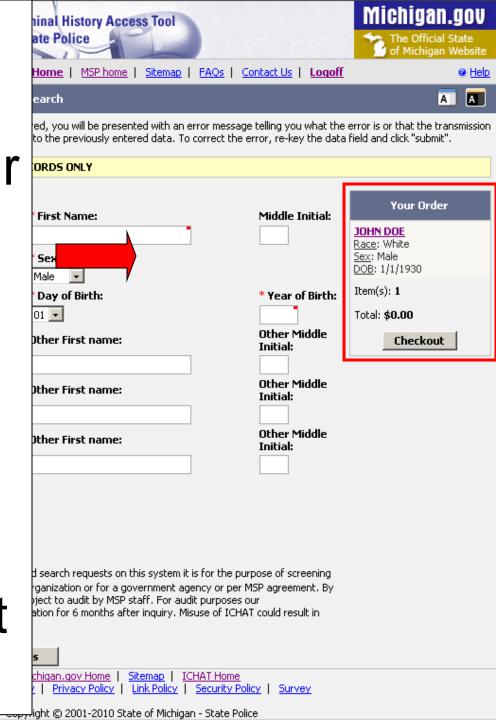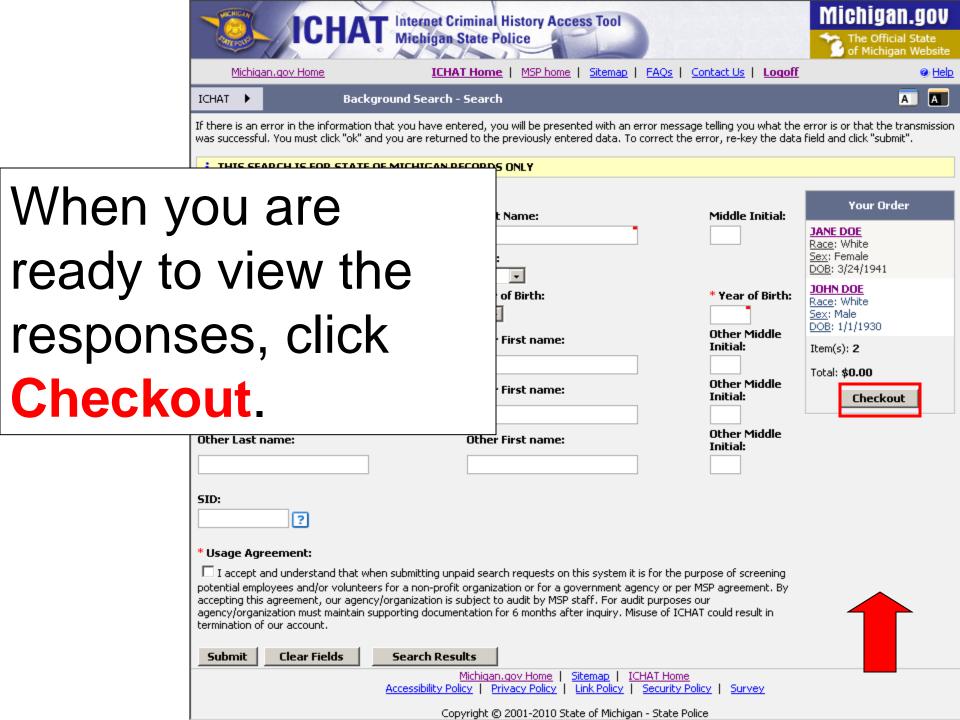After you are finished entering the data on the person whom you are searching, click **Submit**.

If you hit the **Enter** key on your keyboard, the information you enter will be automatically submitted, even if you are not finished entering the data.
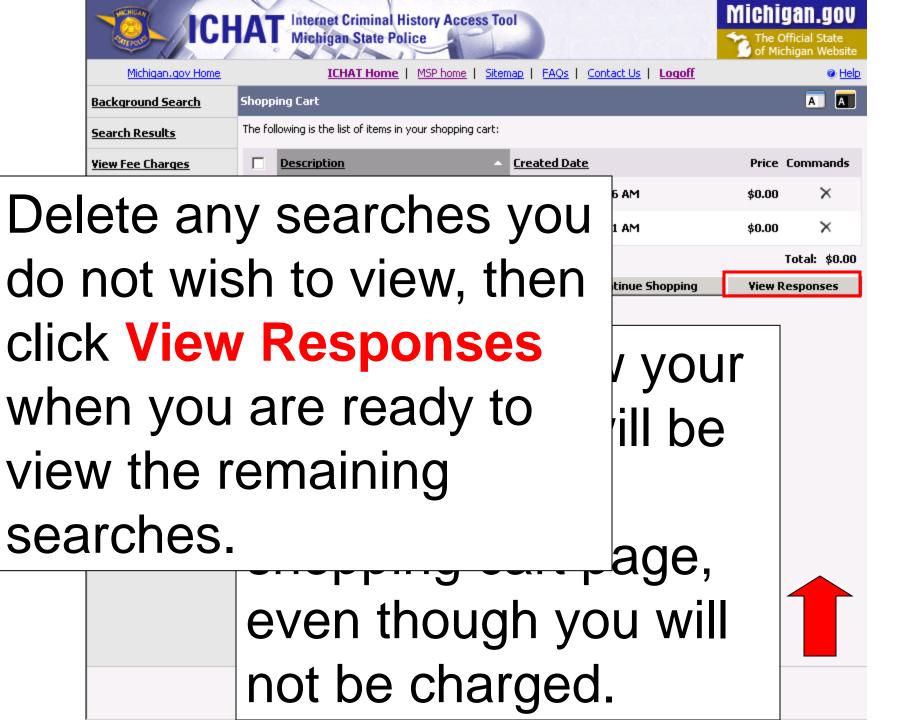
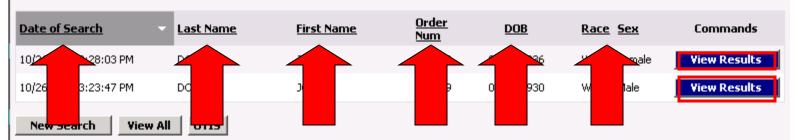After your search has been completed, an order box will appear. "Items: 1" refers to the number of searches ordered. It does not mean that there is or is not a criminal count located.
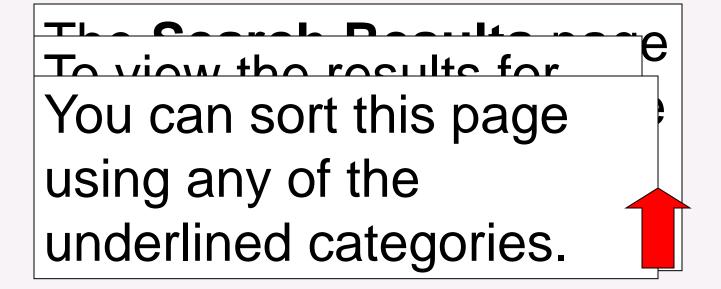
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...earch   A A

...ed, you will be presented with an error message telling you what the error is or that the transmission
...to the previously entered data. To correct the error, re-key the data field and click "submit".

...ORDS ONLY

* First Name: Middle Initial:

Your Order

JOHN DOE
Race: White
Sex: Male
DOB: 1/1/1930

Item(s): **1**

Total: **$0.00**

[Checkout]

* Sex
Male ▾

* Day of Birth: * Year of Birth:
01 ▾

Other First name: Other Middle
                                 Initial:

Other First name: Other Middle
                                 Initial:

Other First name: Other Middle
                                 Initial:

...d search requests on this system it is for the purpose of screening
...rganization or for a government agency or per MSP agreement. By
...oject to audit by MSP staff. For audit purposes our
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...s

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If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is or that the transmission was successful. You must click "ok" and you are returned to the previously entered data. To correct the error, re-key the data field and click "submit".

> THIS SEARCH IS FOR STATE OF MICHIGAN RECORDS ONLY

When you are ready to view the responses, click **Checkout**.

t Name: Middle Initial:

:   [▼]

of Birth: * Year of Birth:

First name: Other Middle Initial:

First name: Other Middle Initial:

Other Last name: **Other First name:**   **Other Middle Initial:**

SID:
[   ] [?]

* **Usage Agreement:**

[ ] I accept and understand that when submitting unpaid search requests on this system it is for the purpose of screening potential employees and/or volunteers for a non-profit organization or for a government agency or per MSP agreement. By accepting this agreement, our agency/organization is subject to audit by MSP staff. For audit purposes our agency/organization must maintain supporting documentation for 6 months after inquiry. Misuse of ICHAT could result in termination of our account.

[Submit] [Clear Fields]   [Search Results]

Your Order

JANE DOE
Race: White
Sex: Female
DOB: 3/24/1941

JOHN DOE
Race: White
Sex: Male
DOB: 1/1/1930

Item(s): 2

Total: **$0.00**

[Checkout]

![ICHAT - Internet Criminal History Access Tool, Michigan State Police](logo)

Background Search

Search Results

View Fee Charges

Shopping Cart

The following is the list of items in your shopping cart:

☐	**Description** ▲	**Created Date**	**Price**	**Commands**
		6 AM	$0.00	✕
		1 AM	$0.00	✕

Total: $0.00

...tinue Shopping | **View Responses**

Delete any searches you do not wish to view, then click **View Responses** when you are ready to view the remaining searches.

...w your ...ill be ...opping cart page, even though you will not be charged.

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ICHAT ▶ | Search Results - List

The following searches will be stored for 7 days from the initial search date. After the 7 day period, you will need to conduct another search in order to obtain the search results again. Please print the search results at your earliest convenience.

Date of Search	Last Name	First Name	Order Num	DOB	Race	Sex	Commands
10/2 28:03 PM	D	J		36	W	ale	View Results
10/26 3:23:47 PM	DC	J	9	0 930	W	ale	View Results

New Search | View All | OTIS

The Search Results page

To view the results for

You can sort this page using any of the underlined categories.

When you click **View Results**, you will receive a pop-up with a disclaimer about the information. After you have finished reading it, click **OK**.

ICHAT ▶   **Search Results - Detail**   A A

Data Searched on:

Last Name	First Name	Middle Initial	DOB	Race	Sex	More Criteria
DOE	JANE		5/1/1931	White	Female	

Based on the information provided, the following is a certified result of the search as of 5/24/2010 1:11 PM

A search of Michigan's Criminal History File has not located a criminal record meeting disser criteria that exactly matches the information you have provided. No record has been found on first name, last name, sex, and year of birth. Since arrests, convictions or criminal recor deletions may occur at any time, do not use this information for future clearances.

Back to Search Results

If a search of Criminal His locate a reco an exact or close match for the person in question, this page will display.

To view the other searches in your summary, click **Back to Search Results**.

Accessibility Poli

Data Searched on:

Last Name	First Name	Middle Initial	DOB	Race	Sex	More Criteria
DOE	JOHN		1/1/1930	White	Male	

Based on the information provided, the following is a certified result of the search as of 5/24/2010 1:10 PM

A search of Michigan's Criminal History File has not located a criminal record that exactly matches the information you have provided.

However a record has been found that exactly matches on last name, sex, and year of birth and is an exact or similar match on first name and is provided below.

If a search of Michigan's Criminal History File cannot locate a record that exactly matches but is able to find a close match for the person in question, this page will display.

THE R[...]
LIMIT[...]
ACTIO[...]
INDIV[...]
OPPOR[...]
ARRES[...]

AS
[...]SE
HE
[...]CE
NCES.

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ICHAT ▶ Search Results - Detail

Data Searched on:

Last Name	First Name	Middle Initial	DOB	Race	Sex	More Criteria
DOE	HERMAN		7/4/1930	White	Male	

Based on the information provided, the following is a certified result of the search as of 5/24/2010 1:18 PM

Click Here to open the Printer Friendly Version page!

THE RECORD RESULTS ... LIMITATIONS THAT M... ACTION BASED SOLELY... INDIVIDUAL IS DISPU... OPPORTUNITY TO PER... ARRESTS, CONVICTION...

CHAT SYSTEM HAS NOT TAKE ADVERSE DUAL, AND THE T INDIVIDUAL THE THIS PAGE. SINCE FUTURE CLEARANCES.
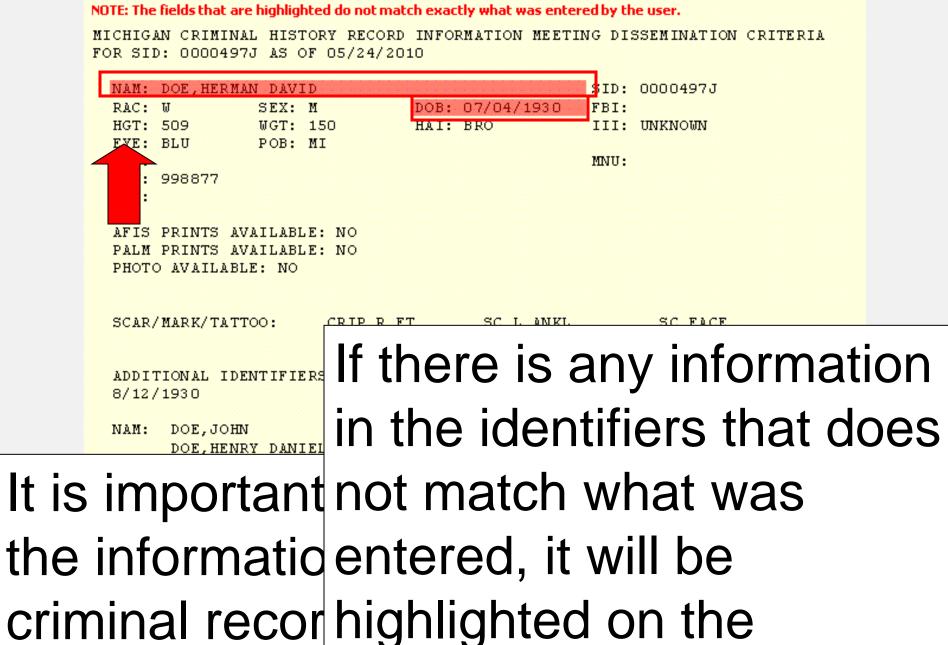
MICHI... FOR S...

NAM... RAC... HGT... EYE... DLN... PRN... CIZ...

If yo... this... plea... **ope... Ver...**

to ...dly ...g...

If a search does locate a criminal history that exactly matches, this page will be presented.

NOTE: The fields that are highlighted do not match exactly what was entered by the user.

MICHIGAN CRIMINAL HISTORY RECORD INFORMATION MEETING DISSEMINATION CRITERIA
FOR SID: 0000497J AS OF 05/24/2010

NAM: DOE,HERMAN DAVID   SID: 0000497J
RAC: W   SEX: M   DOB: 07/04/1930   FBI:
HGT: 509   WGT: 150   HAI: BRO   III: UNKNOWN
EYE: BLU   POB: MI
                                                MNU:
: 998877
:

AFIS PRINTS AVAILABLE: NO
PALM PRINTS AVAILABLE: NO
PHOTO AVAILABLE: NO

SCAR/MARK/TATTOO: CRIP R FT   SC L ANKL   SC FACE

ADDITIONAL IDENTIFIERS
8/12/1930

NAM: DOE,JOHN
      DOE,HENRY DANIEL

It is important the information criminal record it is in fact you

If there is any information in the identifiers that does not match what was entered, it will be highlighted on the criminal history record.

The charge segment will contain information about the criminal ... y the prosecutor

The judicial segment will contain informati... about the conviction and sentence and is provided by the court.

If you have further questions about reading a criminal record, please view the "How to Read a Criminal History" tutorial.

Procedures for Correcting a Record

The steps for correcting a mistaken or inaccurate record are as follows:

1. Records That Do not Belong to the Individual Whose Name has Been Searched

- If the individual believes that the record does not belong to him or her, the individual should go to the nearest law enforcement agency and request to be fingerprinted on a state applicant fingerprint card for the purposes of "Record Challenge"; call ahead to verify fees and/or service hours. There is no charge for such fingerprinting if it is done at a Michigan State Police post.
- This card should be mailed to the Criminal Records Division with a copy of this record and a letter requesting the Criminal Records Division to verify that the enclosed criminal record does not belong to him/her. There is no fee. The address is:

> **Michigan State Police -- CRD**
> **Attn: Record Challenge**
> **P. O. Box 30634**
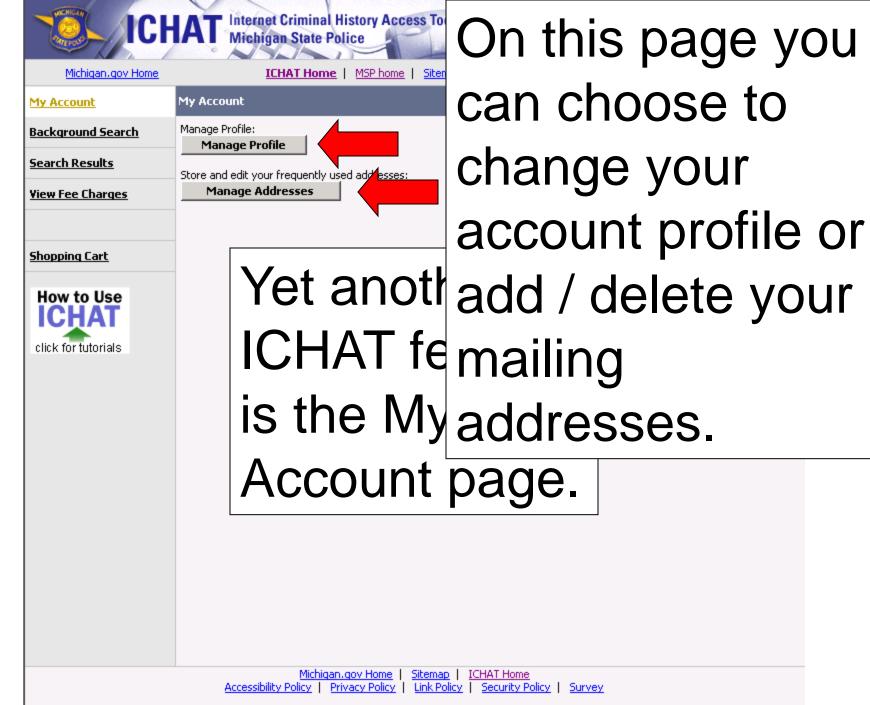> **Lansing, MI 48913**

2. Inaccurate Records

- Sometimes records inadvertently contain errors. For example, the nature or date of the conviction might be wrong, or the record might contain a conviction that should have been removed from the record.
- In such cases the individual should obtain certified copies of the court judgment or other documents which show that the information contained on the criminal record is incorrect. If the proof provided is satisfactory, the Michigan State Police will modify the record accordingly. You may send the documents to:
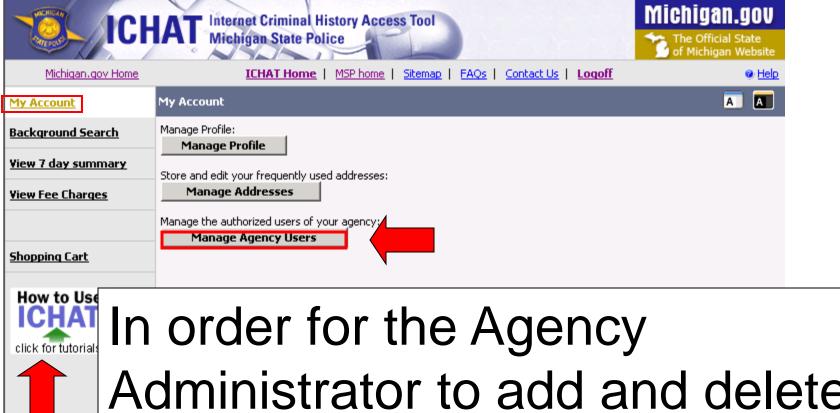
> **Michigan State Police -- CRD**
> **Attn: Record Correction**
> **P. O. Box 30634**
> **Lansing, MI 48913**

At the bottom of every criminal history provided by ICHAT are Procedures for Correcting a Record.

ICHAT ▶   View Fee Charges - List

Your Fee Charges:

Date of Search ▼	Last Name, First Name, DOB	Order Num	Order Status	Confirmation Num	Search Type	Total Price
7/16/2007 3:57:09 PM	DOE, JOHN, 01/01/1930 DOE, JANE, 02/29/1936	266829	Closed		Free Search	$0.00
2/1/2007 8:57:13 AM	MCGAB, BAGBAG, 02/20/1930	20136	Closed		Free Search	$0.00
1/4/2007 3:48:17 PM	SMITH, BUDDY, 01/01/1950 BRAUN, CHARLOTTE, 01/01/1950	124	Closed		Free Search	$0.00

View All

Another feature of ICHAT is the **View Fee Charges** page, which lists all ICHAT searches (but not results) since January 2007.

![ICHAT - Internet Criminal History Access Tool - Michigan State Police]

Michigan.gov Home   **ICHAT Home** | MSP home | Sitem

My Account

My Account

Background Search

Search Results

View Fee Charges

Shopping Cart

Manage Profile:

Manage Profile ⬅

Store and edit your frequently used addresses:

Manage Addresses ⬅

How to Use ICHAT
click for tutorials

On this page you can choose to change your account profile or add / delete your mailing addresses.

Yet anoth
ICHAT fe
is the My
Account page.

![ICHAT - Internet Criminal History Access Tool - Michigan State Police - Michigan.gov - The Official State of Michigan Website]

My Account

Background Search

View 7 day summary

View Fee Charges

Shopping Cart

How to Use ICHAT
click for tutorials

My Account   A A

Manage Profile:

Manage Profile

Store and edit your frequently used addresses:

Manage Addresses

Manage the authorized users of your agency:

Manage Agency Users ⬅

In order for the Agency Administrator to add and delete users from your organization's ICHAT account, they can click on **My Account**, then **Manage Agency Users**.

If you have questions or need additional assistance, you may contact the ICHAT Coordinator at 517-241-0713 or MSP-CRD-ICHATHELP@michigan.gov.